BEAVERTON SCHOOL DISTRICT

LME & SE Apprentices
Welcome to the Beaverton School District Maintenance Department.

Welcome to the Beaverton School District!

It is the Employee's responsibility to read and understand the code of conduct.

Work Shift, Breaks & Lunches

- Every employee is expected to begin work at the start of their work shift and continue work until the end of their shift.
- All employees are required to take ***two 15-minute breaks*** and ***one 30-minute lunch*** during your eight hour shift.
- Breaks are to be taken *two hours* after the start of your shift and two hour prior to the end of shift.
  - Example: 7:00am to 3:30pm, Break = 9:00am & 1:30pm
  - Example: 2:45pm to 11:15pm, Break = 4:45pm & 9:15pm
- Lunch is to be taken approximately four hours after the start of shift.
  - Example: 7:00am to 3:30pm, Lunch = 11:00am
  - Example: 2:45pm to 1:15pm, Lunch = 6:45pm
- Per BOLI, lunches and breaks *may not* be combined or used to shorten the work day.

The Oregon Bureau of Labor and Industries Rules can be found Here.

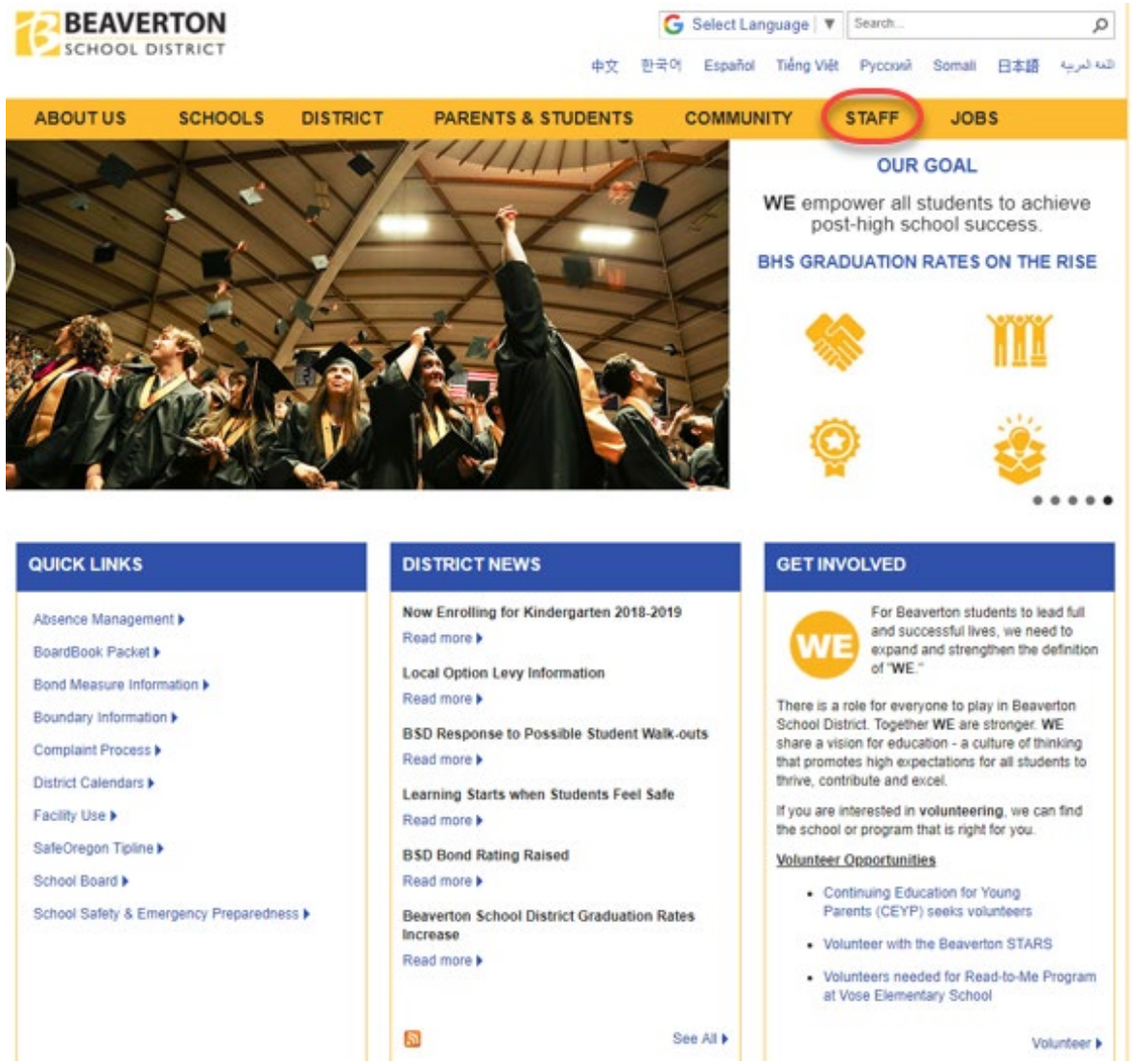
Logging-On

- Your username is your last name and the first two letters of your first name, your password will be unique to you. It must be at least 15 characters and cannot contain any part of you name. Think of a phrase like “makeitagreatday1”. *Your password will expire every 90 days.*
- Your username and password is called a single sign-on, which will give you access to the following district pages:
    - Login to any district computer or district mobile device
    - Login to your district outlook email account, Outlook
    - Login to the Staff Intranet to access district department info
    - Login to Employee Online Services to view paycheck or HR info
    - Login to BSD Google Docs
    - Login to Parent Square
    - Login to Absence Management

Access Beaverton School District Intranet

- To access BSD Intranet
- Log-on to the BSD website
- www.Beaverton.k12.or.us
- Once on the website click on STAFF (don't hover over) in the orange tile bar.

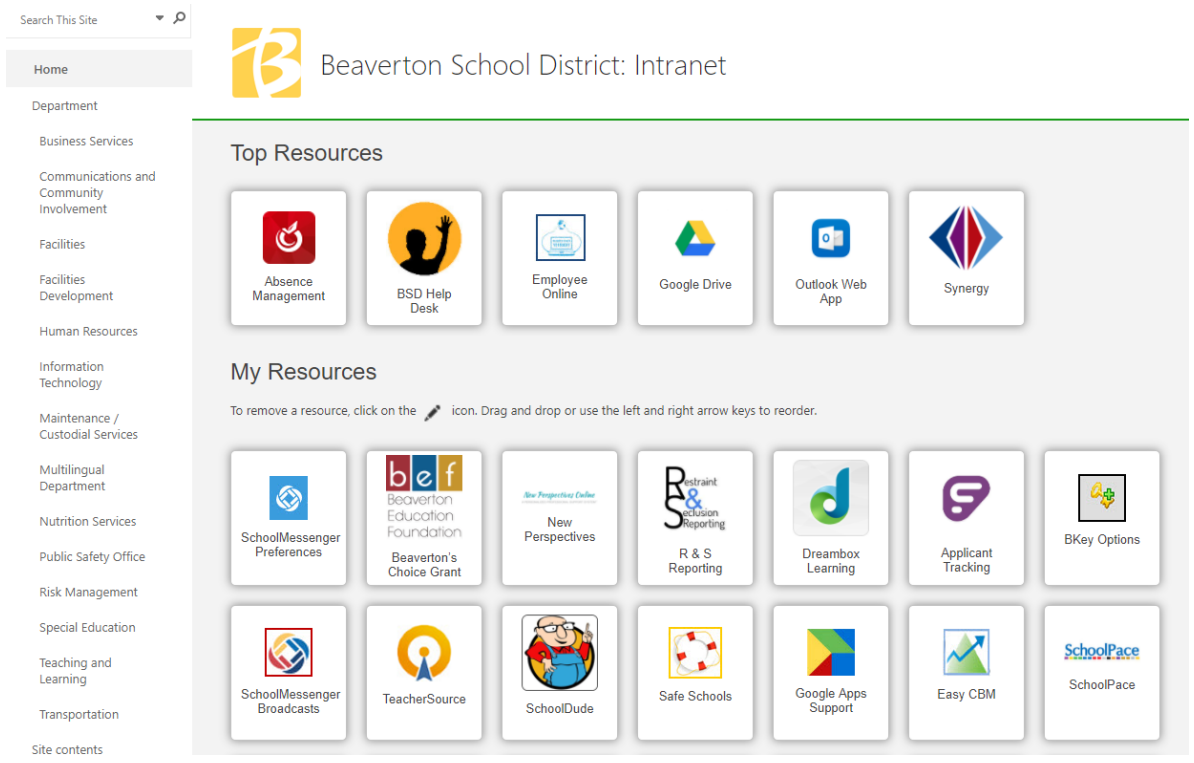
- If you are not on a district computer, you will be prompted to enter your username and password.


BEAVERTON
SCHOOL DISTRICT
Select Language
Search...
中文 한국어 Español Tiếng Việt Русский Somali 日本語 اللغة العربية
ABOUT US
SCHOOLS
DISTRICT
PARENTS & STUDENTS
COMMUNITY
STAFF
JOBS
OUR GOAL
WE empower all students to achieve post-high school success.
BHS GRADUATION RATES ON THE RISE
QUICK LINKS
Absence Management
BoardBook Packet
Bond Measure Information
Boundary Information
Complaint Process
District Calendars
Facility Use
SafeOregon Tipline
School Board
School Safety & Emergency Preparedness
DISTRICT NEWS
Now Enrolling for Kindergarten 2018-2019
Read more
Local Option Levy Information
Read more
BSD Response to Possible Student Walk-outs
Read more
Learning Starts when Students Feel Safe
Read more
BSD Bond Rating Raised
Read more
Beaverton School District Graduation Rates Increase
Read more
See All
GET INVOLVED
WE
For Beaverton students to lead full and successful lives, we need to expand and strengthen the definition of "WE."
There is a role for everyone to play in Beaverton School District. Together WE are stronger. WE share a vision for education - a culture of thinking that promotes high expectations for all students to thrive, contribute and excel.
If you are interested in volunteering, we can find the school or program that is right for you.
Volunteer Opportunities
Continuing Education for Young Parents (CEYP) seeks volunteers
Volunteer with the Beaverton STARS
Volunteers needed for Read-to-Me Program at Vose Elementary School
Volunteer

Staff Intranet Page

- The staff intranet is used as a launch board for different applications such as Employee Online, Absence management and Email

- You can also access different departments throughout the district such as Human Resources, which has copies of benefits, district calendars and other valuable information.

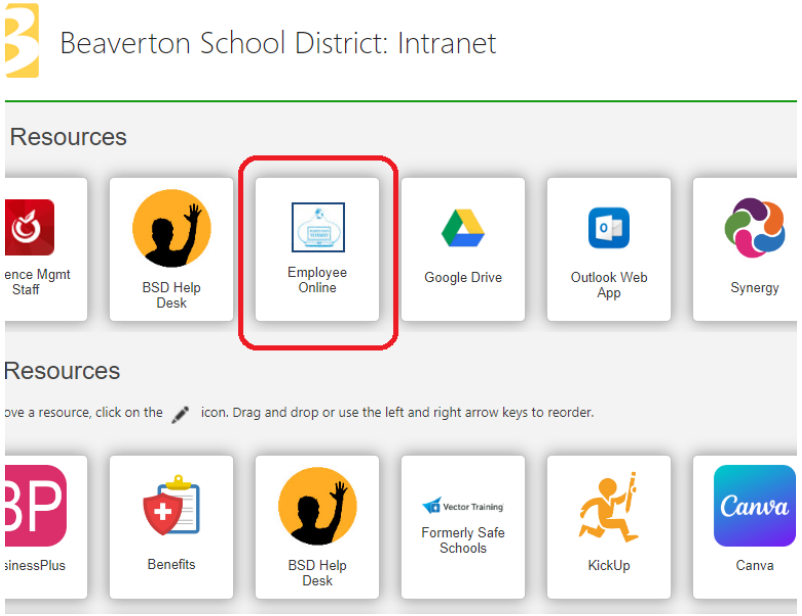


Employee Online Services

From the Staff Intranet site, select “Employee Online” tile from the Top Resources Bar.

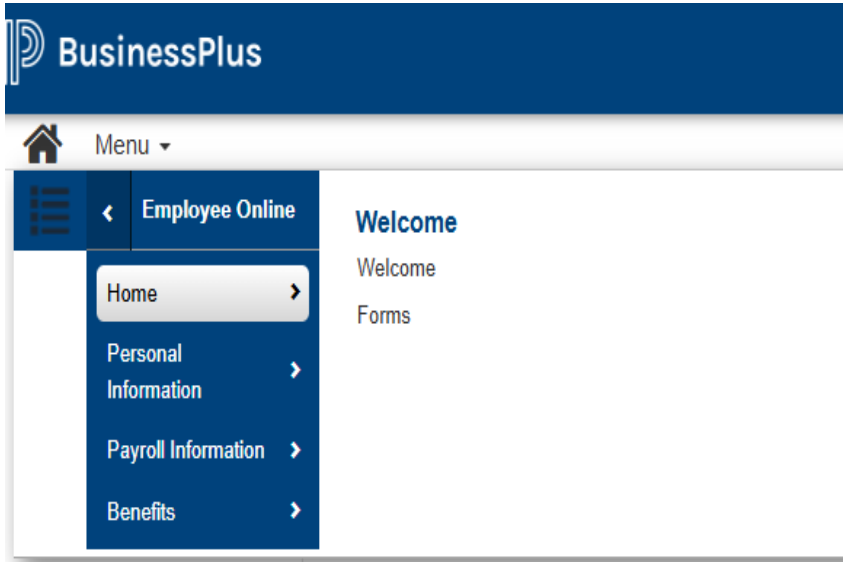
A new window will open where you will be prompted to enter your username (last name, first two letters of your first name) and your Password.

Once entered select Login, then Menu



Employee Online Services Allows You To…

- Download forms such as W4’s, Leaves of Absence, Tuition Reimbursement, etc.
- Update your personal information if you move or change your phone number.
- View your W2, and download your check stub.
- View selected medical and dental insurance.

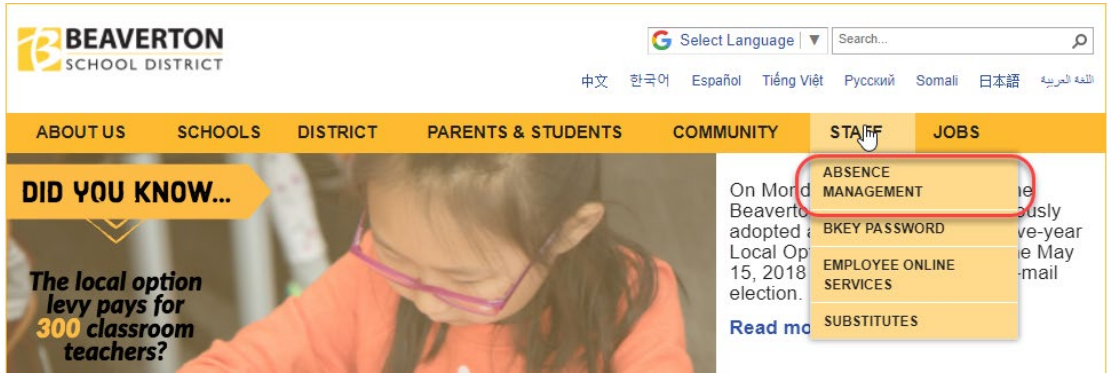


Reporting an Unplanned Absence

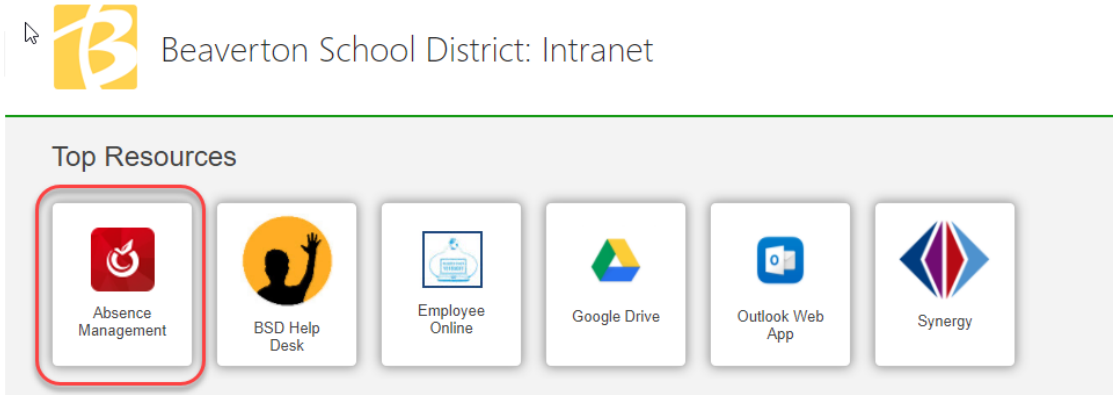
- There are two steps to reporting an absence.
- First: Call the attendance line at (503)-356-4409. or send an email to maint-absences@beaverton.k12.or.us
- Second: Record your absence in Absence Management either by calling 1-800-942-3767 or through the Absence Management app on the staff intranet page.
- For day of absences, they need to be entered by 6:00 AM.

Access Absence Management

There are two ways to access Absence Management



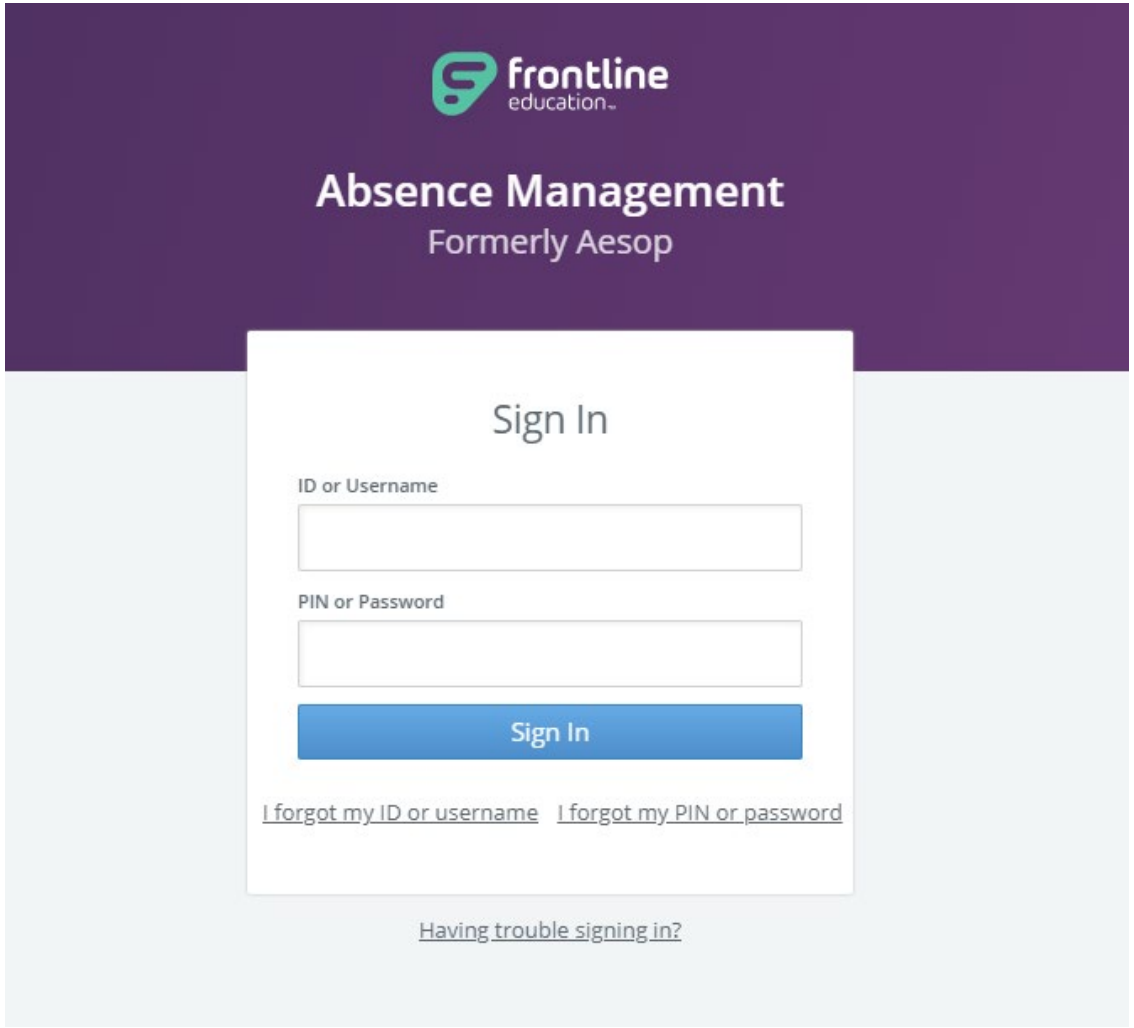
1. From the orange row, a pull-down menu will appear with absence management listed, click it.



2. Click “Absence Management” tile from the Staff Intranet.

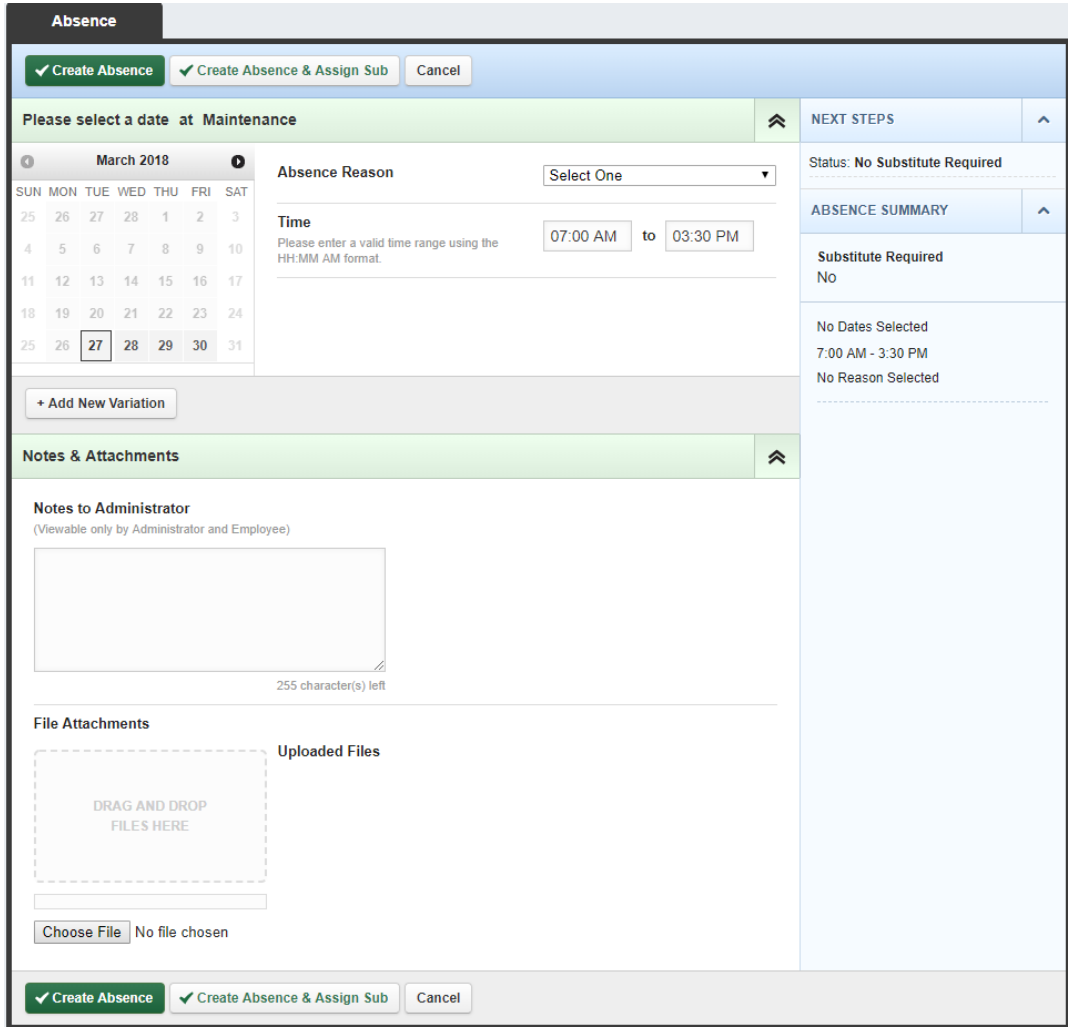
Absence Management Sign In

- **User ID :** Last Name, First Two letters of your first name.
- **PIN or Password** is your single sign on.
- If you are using a district computer, you will not be prompted to enter your username and password



Creating an Absence

- From the Absence Management site select Absences from the top row, a pull-down menu will appear, select create absence.
- Select the date of your absence from the calendar on the left side of the page.
- Next select the Absence Reason by using the pull-down menu. For illness use 01 Sickness.
- Your work hours will be auto populated.
- Do not fill in Notes to Administrator.
- Once completed select Create Absence on the bottom of the page.



Reporting an Absence

If you are sick

- Call 503-356-4409 and leave a voice mail with your name, and location where you work.
- Email,maint-absences@beaverton.k12.or.us
- Put your absence into Absence Management using code 01-Sickness or call 1-800-942-3767 and follow the instructions.
- Record your absence by 6:00 AM for morning and 11:00 AM for evening.

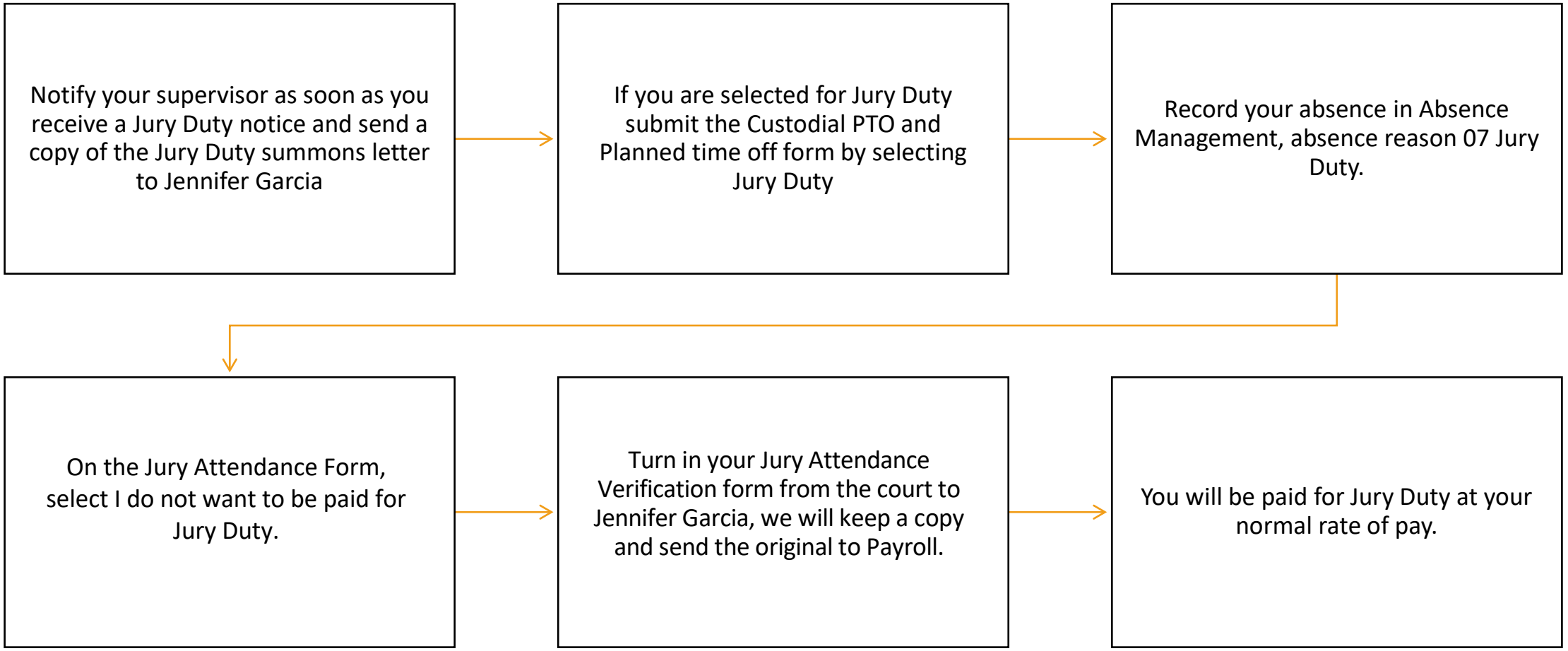
Taking a PTO Day

- Submit your PTO request through the Maintenance Time Off Request Form.
- Put your absence in Absence Management using code 20-PTO.
- PTO cannot be taken on Blackout days unless approved in advance.
- 24 hours notices is required to submit a PTO request.

Taking an Approved, Unpaid Day

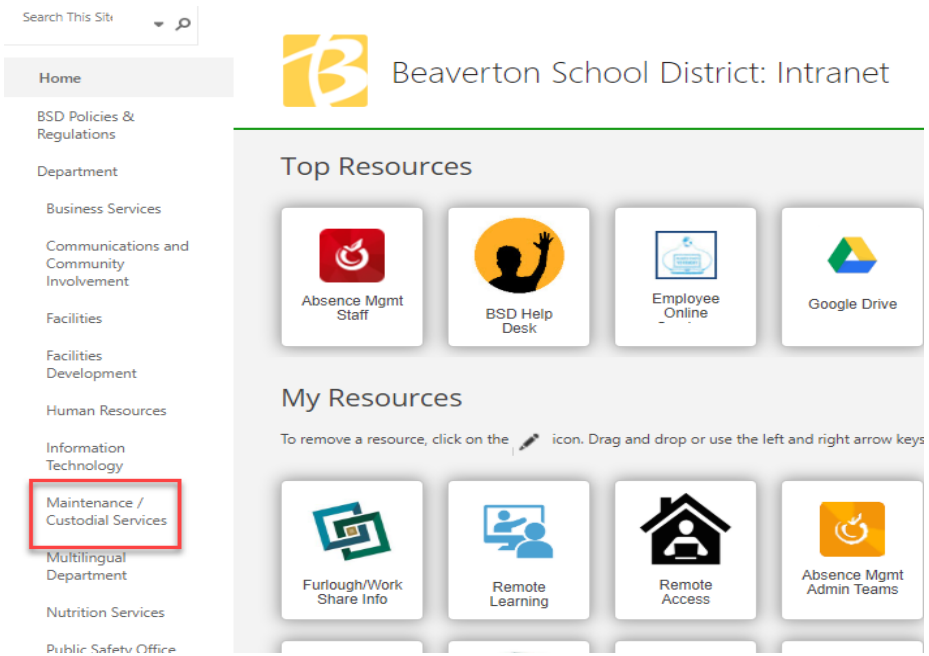
- Fill out and submit a PTO Extension/Exception/Unpaid Leave Request form to Kris_Parker@beaverton.k12.or.us
- HR will notify you by email .
- Put your absence in Absence Management using code 08 – Approved Unpaid Day.
- Employees must exhaust all earned hours to be eligible for unpaid leave.

Procedure for Jury Duty

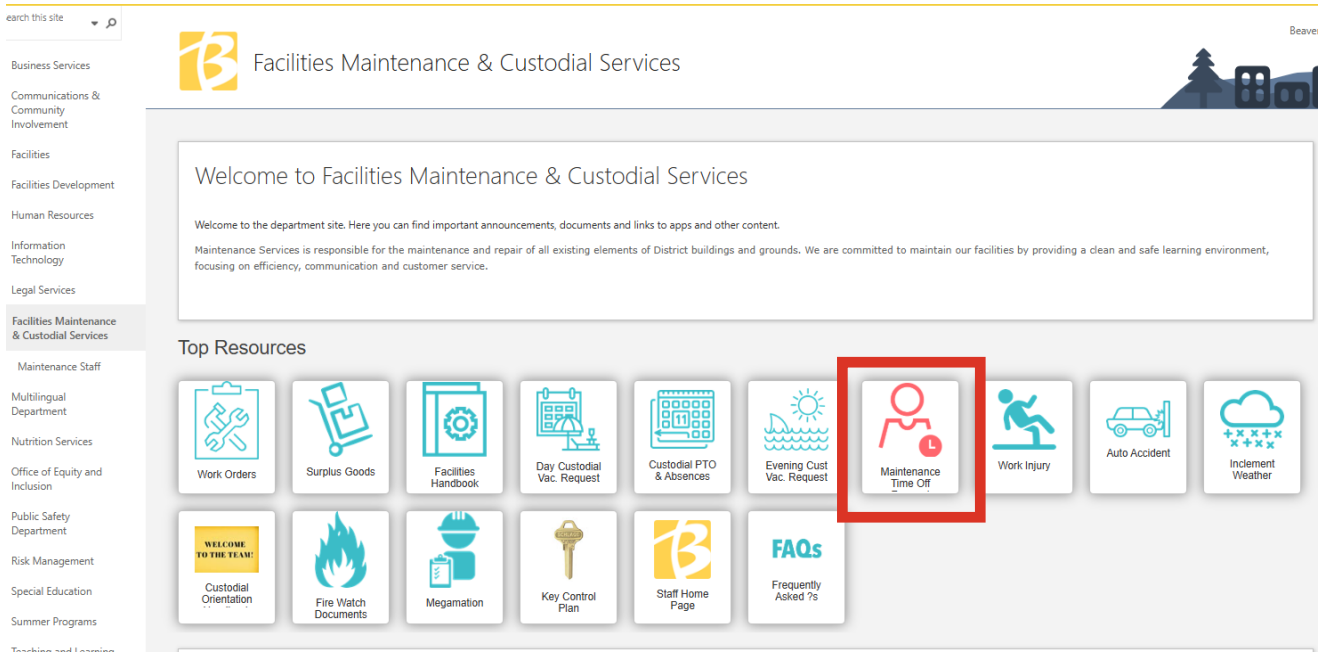

Notify your supervisor as soon as you receive a Jury Duty notice and send a copy of the Jury Duty summons letter to Jennifer Garcia
If you are selected for Jury Duty submit the Custodial PTO and Planned time off form by selecting Jury Duty
Record your absence in Absence Management, absence reason 07 Jury Duty.
On the Jury Attendance Form, select I do not want to be paid for Jury Duty.
Turn in your Jury Attendance Verification form from the court to Jennifer Garcia, we will keep a copy and send the original to Payroll.
You will be paid for Jury Duty at your normal rate of pay.

Maintenance Vacation Request

From the district Intranet select Maintenance/Custodial Services



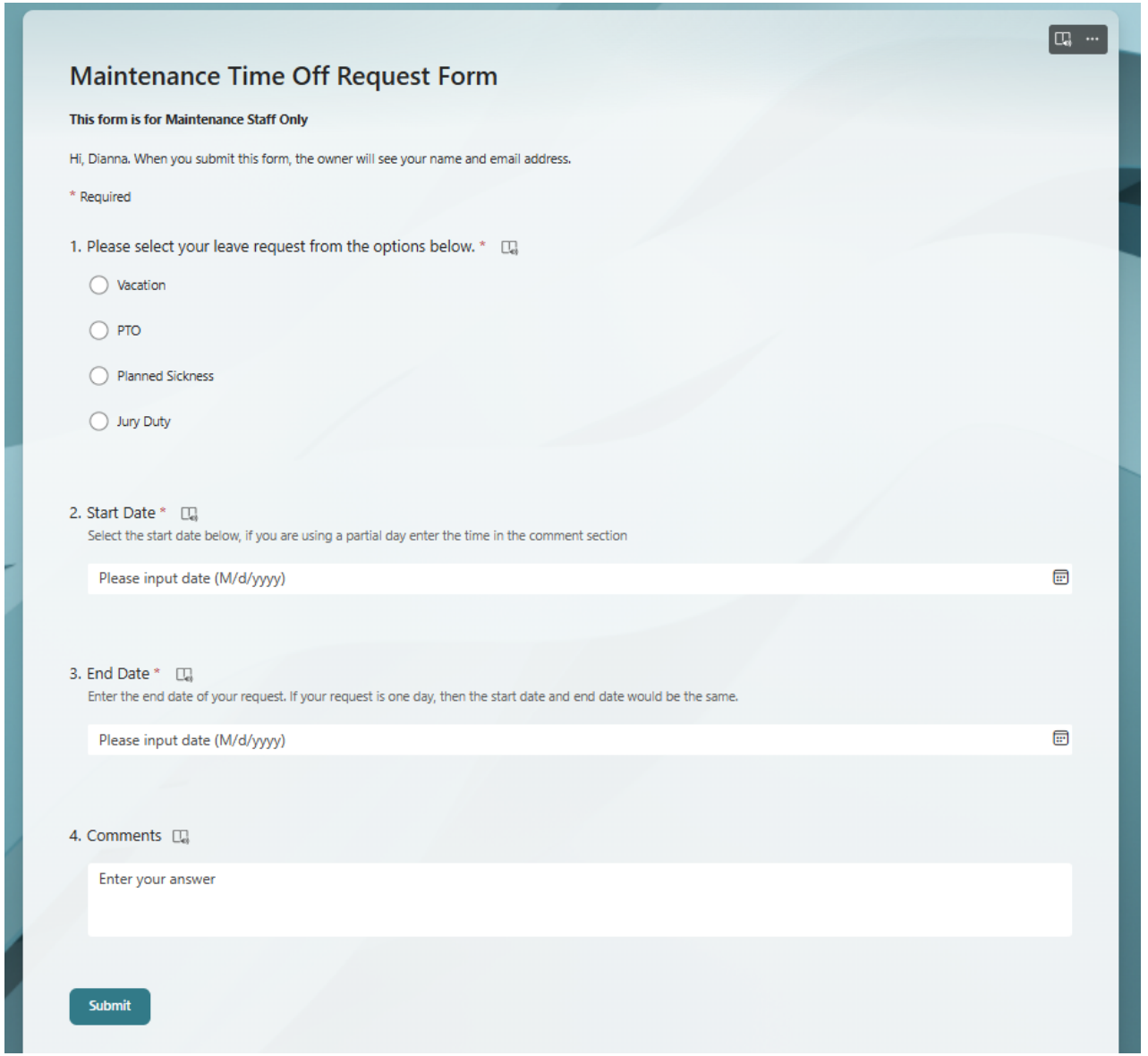
On the Maintenance/Custodial site under Top Resources select Maintenance Time Off Request.


Business Services
Communications & Community Involvement
Facilities
Facilities Development
Human Resources
Information Technology
Legal Services
Facilities Maintenance & Custodial Services
Maintenance Staff
Multilingual Department
Nutrition Services
Office of Equity and Inclusion
Public Safety Department
Risk Management
Special Education
Summer Programs
Facilities Maintenance & Custodial Services
Welcome to Facilities Maintenance & Custodial Services
Welcome to the department site. Here you can find important announcements, documents and links to apps and other content.
Maintenance Services is responsible for the maintenance and repair of all existing elements of District buildings and grounds. We are committed to maintain our facilities by providing a clean and safe learning environment, focusing on efficiency, communication and customer service.
Top Resources
Work Orders
Surplus Goods
Facilities Handbook
Day Custodial Vac. Request
Custodial PTO & Absences
Evening Cust Vac. Request
Maintenance Time Off
Work Injury
Auto Accident
Inclement Weather
Custodial Orientation
Fire Watch Documents
Megamation
Key Control Plan
Staff Home Page
FAQs
Frequently Asked ?s

Planned Time Off Procedure

- Select the requested form of time off
- Enter the start date
- Enter the end date
- If you are using a partial day enter the time in the Comment Section
- Hit Submit

- You will receive an email confirmation the request has been received
- Once approved, you will receive an email confirmation
- At that time, enter the time off in Absence Management


Maintenance Time Off Request Form
This form is for Maintenance Staff Only
Hi, Dianna. When you submit this form, the owner will see your name and email address.
* Required
1. Please select your leave request from the options below. *
Vacation
PTO
Planned Sickness
Jury Duty
2. Start Date *
Select the start date below, if you are using a partial day enter the time in the comment section
Please input date (M/d/yyyy)
3. End Date *
Enter the end date of your request. If your request is one day, then the start date and end date would be the same.
Please input date (M/d/yyyy)
4. Comments
Enter your answer
Submit

Frequently Asked Questions:

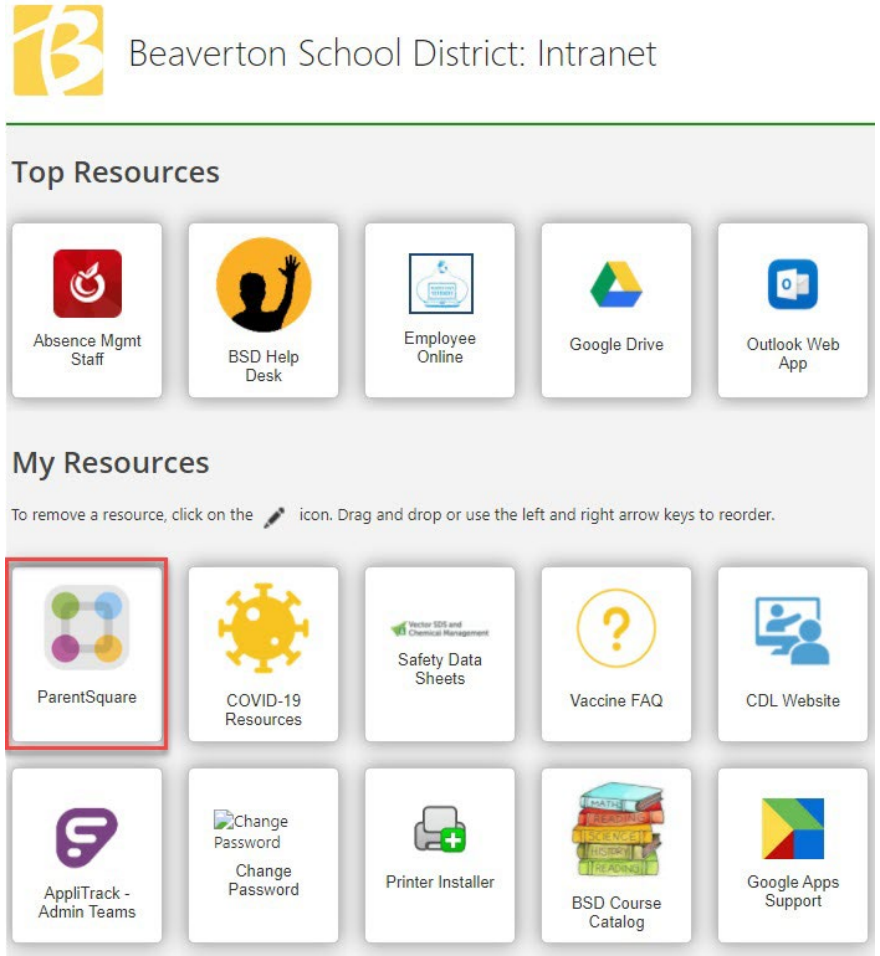
- Q: How far in advance can I sign up for a vacation?
- A: Per contract, five days-notice should be given when requesting vacation days. You can schedule vacation 12 months in advance.
- Q: I need to cancel my scheduled time off, what should I do?
- A: If you need to cancel your scheduled time off, please email Jennifer Garcia at jennifer_garcia@beaverton.k12.or.us

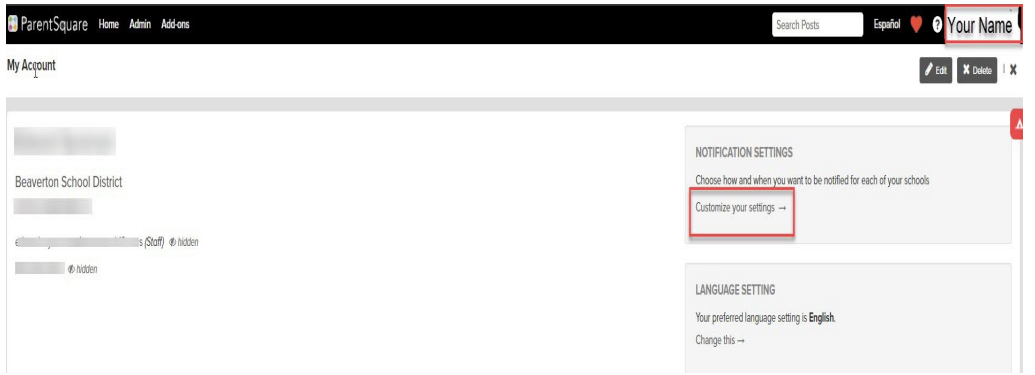
Q: What about Winter Break and Spring Break, do I need to use the sign-up form?

- A: No, during Winter Break and Spring Break we will use an electronic form sent to your email address.
- Q: Will there be any black-out dates where I cannot sign up for vacation?
- A: Yes, the week before school starts is a black out week and the Maintenance/Custodial in-service day.
- Q. If I have pre planned time off, do I need to call the attendance line?
- A. No, the attendance line is for unplanned time off.

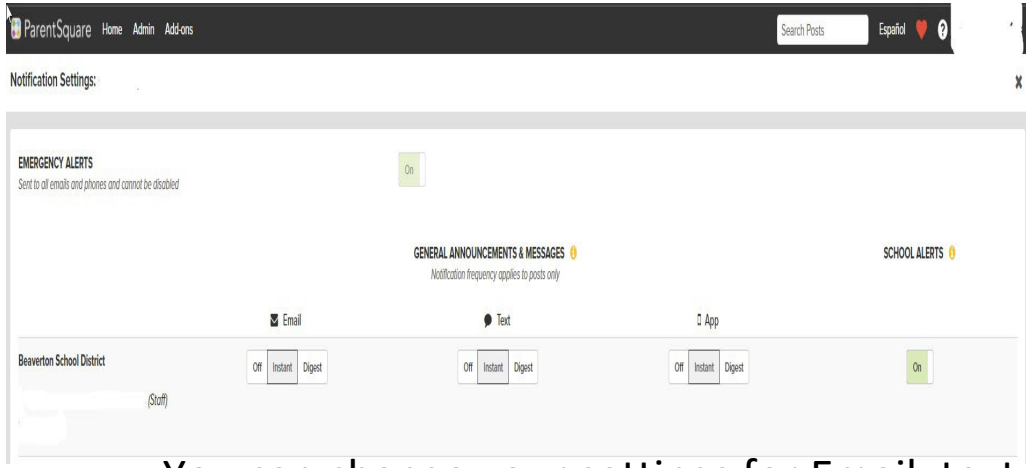
ParentSquare BSD notification App

- From the District Intranet under My Resources select the ParentSquare icon.





- To set your notification setting select your name on the top right corner of the page and account settings.
- You can select customize your notification settings

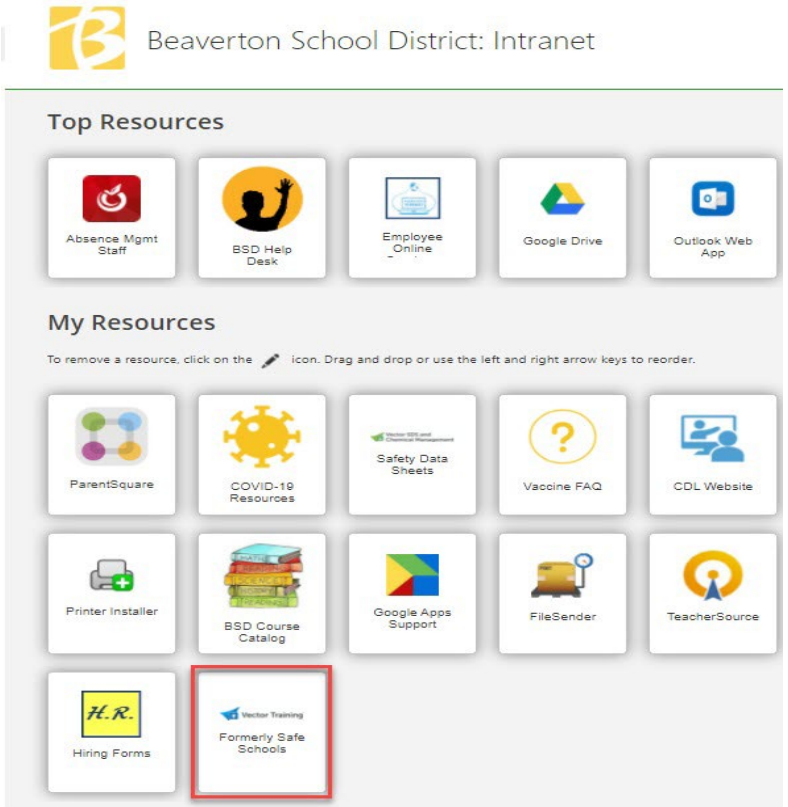


- You can change your settings for Email, text messaging, and the ParentSquare App.
- You cannot turn off the district Emergency Alerts.

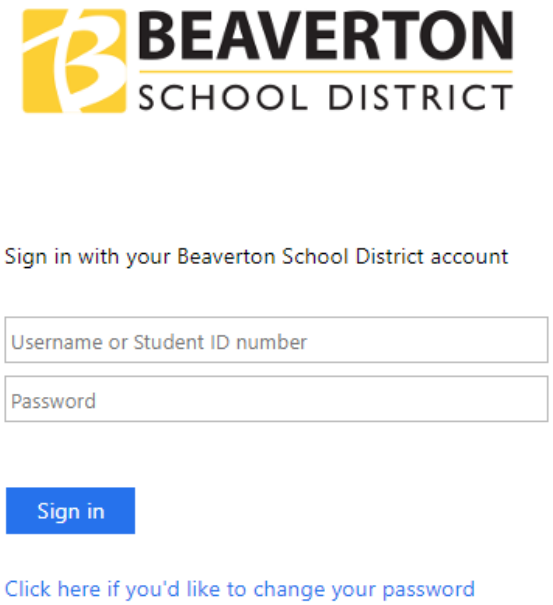
Vector Training

You will be required to complete Online Training

- From the Staff Intranet Page under “My Resources” select Safe Schools.

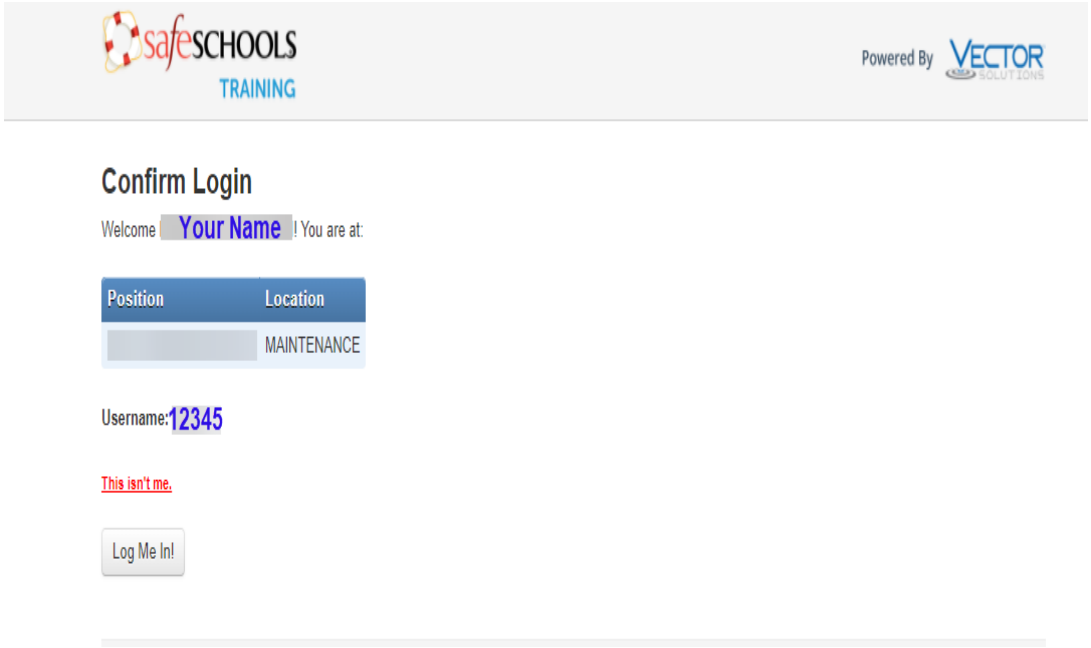


- You will be prompted to enter your **user name**, this will be your single sign on.

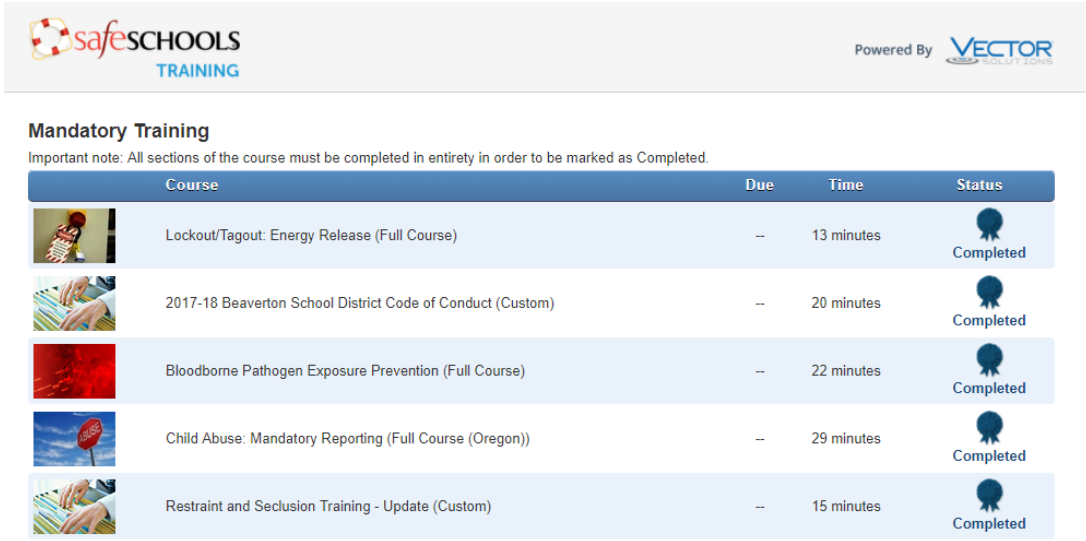

BEAVERTON
SCHOOL DISTRICT
Sign in with your Beaverton School District account
Username or Student ID number
Password
Sign in
Click here if you'd like to change your password

Vector Training

- After signing in you will be prompted to confirm your login, select log me in.

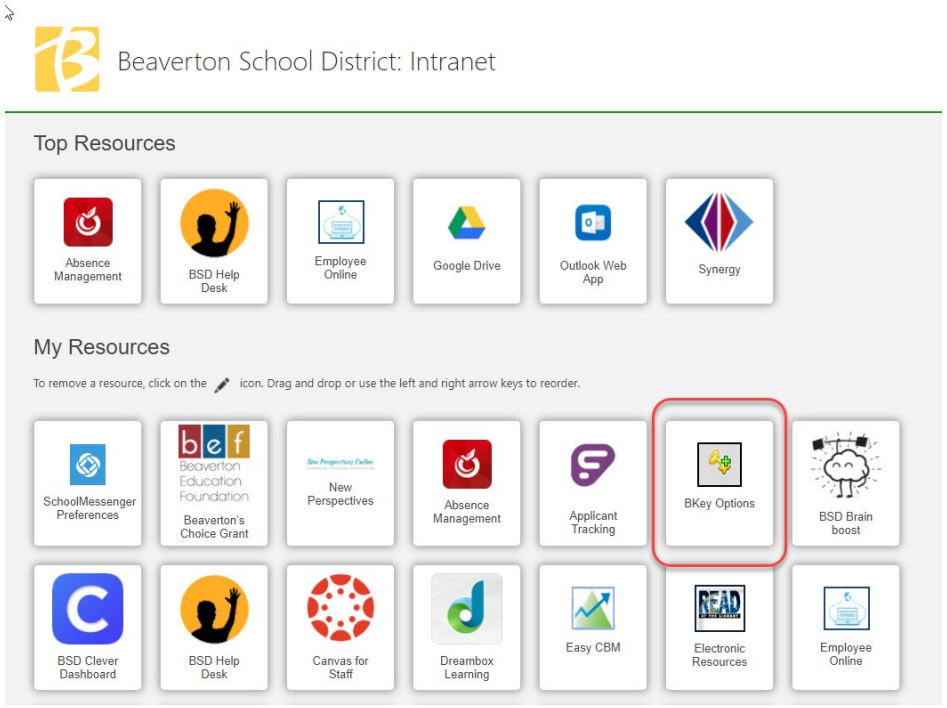


- You will now see the required courses to complete. Your courses may vary.

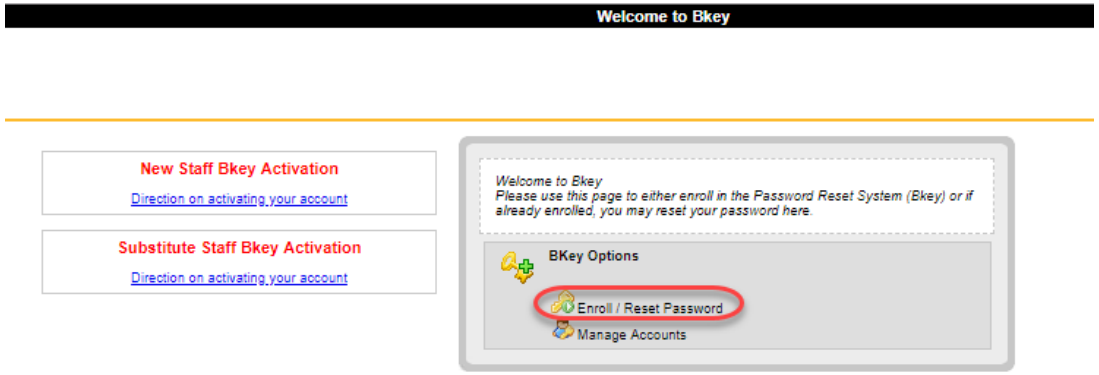

safeSCHOOLS
TRAINING
Powered By VECTOR SOLUTIONS
Mandatory Training
Important note: All sections of the course must be completed in entirety in order to be marked as Completed.
Course
Due
Time
Status
Lockout/Tagout: Energy Release (Full Course)
-- 13 minutes Completed
2017-18 Beaverton School District Code of Conduct (Custom)
-- 20 minutes Completed
Bloodborne Pathogen Exposure Prevention (Full Course)
-- 22 minutes Completed
Child Abuse: Mandatory Reporting (Full Course (Oregon))
-- 29 minutes Completed
Restraint and Seclusion Training - Update (Custom)
-- 15 minutes Completed

Password Reset

Password Reset is referred to as Bkey, to reset your password, follow the steps below.



From the Beaverton School District Intranet select “Bkey Options” from your “My Resources” tiles.


Welcome to Bkey
New Staff Bkey Activation
Direction on activating your account
Substitute Staff Bkey Activation
Direction on activating your account
Welcome to Bkey
Please use this page to either enroll in the Password Reset System (Bkey) or if already enrolled, you may reset your password here.
BKey Options
Enroll / Reset Password
Manage Accounts

Click “Enroll/Reset Password”

Sign on using your *Single Sign-On*

**Last name followed by first two initials of your first name.*

Example: John Smith, smithjo

Enter your old password, your new password, and confirm your new password.

*New password must contain 1 uppercase letter, one symbol, and must be longer than 6 characters.

If you are injured at work

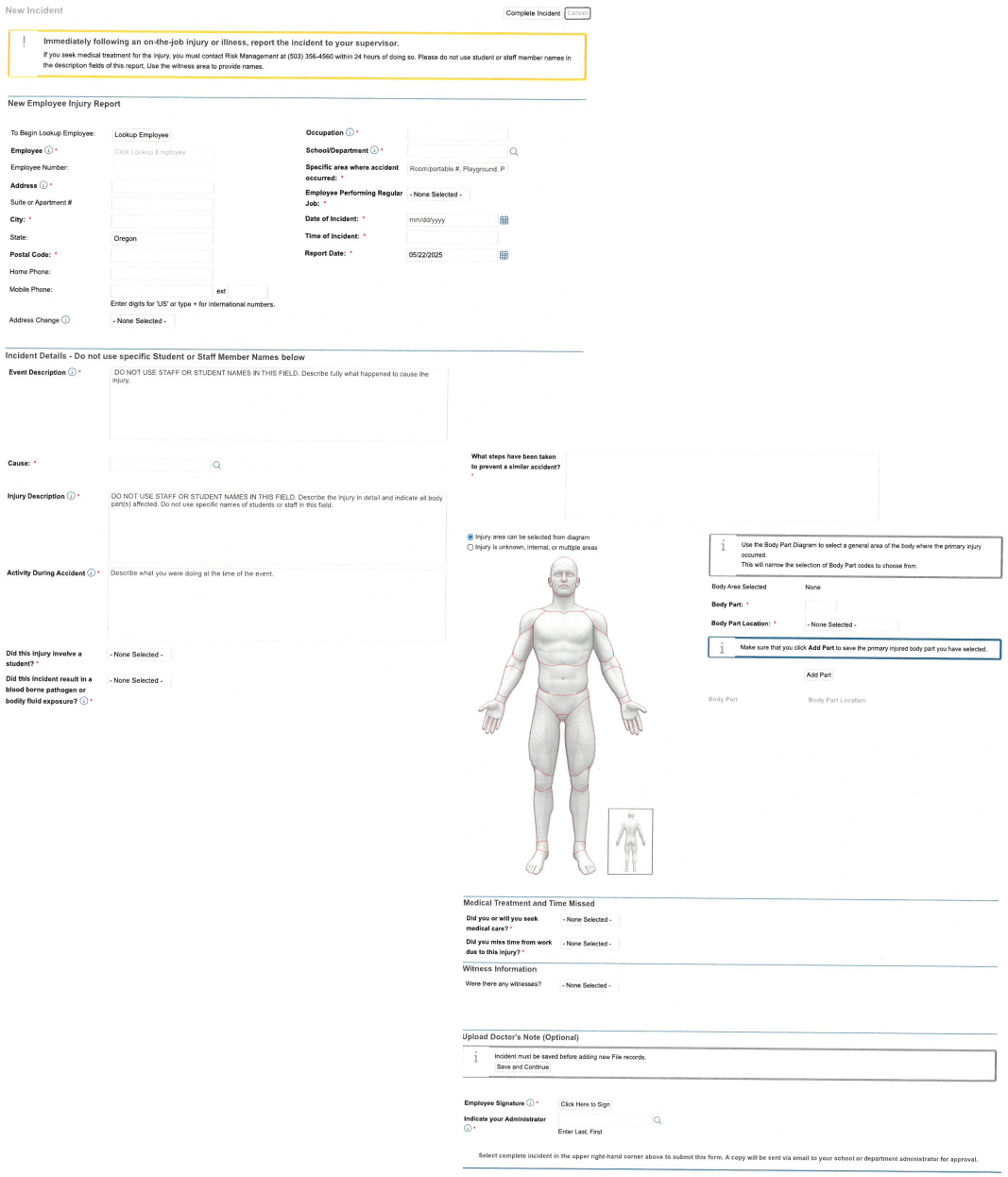
- Immediately following an on-the-job injury or illness, report the incident to your supervisor. The injury report must be submitted as soon as possible following the incident, but no later than 24 hours.
- If you are hurt on the job, please complete an online Employee Injury form located on the Risk Management Staff Intranet Page.
- If you seek medical treatment for the injury, you **must** contact Risk Management at (503) 356-4560 within 24 hours of doing so.
- You are not required to seek medical attention, but please do if you feel it is needed.
- They must provide Risk Management with a work release from the medical visit, preferably the same day as the medical visit, but before they resume working and no later than 24 hours following the visit. Notes can be emailed to the above address or they can be faxed to 503-356-4563. Do not send work status note via interoffice mail.

Where you should go to the doctor:

Family doctor: Check to see if doctor accepts Workers' Compensation -or-

Regence - Majoris MCO Network Providers -or-

Kaiser Permanente – Kaiser MCO locations (Kaiser on the Job Clinics and/or Urgent Care locations


New Incident
Complete Incident
Cancel
Immediately following an on-the-job injury or illness, report the incident to your supervisor.
If you seek medical treatment for the injury, you must contact Risk Management at (503) 356-4560 within 24 hours of doing so. Please do not use student or staff member names in the description fields of this report. Use the witness area to provide names.
New Employee Injury Report
To Begin Lookup Employee:
Lookup Employee
Employee
Click Lookup Employee
Employee Number:
Address
Suite or Apartment #
City:
State:
Oregon
Postal Code:
Home Phone:
Mobile Phone:
ext
Enter digits for 'US' or type + for international numbers.
Address Change
- None Selected -
Occupation
School/Department
Specific area where accident occurred:
Room/portable #, Playground, P
Employee Performing Regular Job:
- None Selected -
Date of Incident:
mm/dd/yyyy
Time of Incident:
Report Date:
05/22/2025
Incident Details - Do not use specific Student or Staff Member Names below
Event Description
DO NOT USE STAFF OR STUDENT NAMES IN THIS FIELD. Describe fully what happened to cause the injury.
Cause:
Injury Description
DO NOT USE STAFF OR STUDENT NAMES IN THIS FIELD. Describe the injury in detail and indicate all body part(s) affected. Do not use specific names of students or staff in this field.
Activity During Accident
Describe what you were doing at the time of the event.
Did this injury involve a student?
- None Selected -
Did this incident result in a blood borne pathogen or bodily fluid exposure?
- None Selected -
What steps have been taken to prevent a similar accident?
Injury area can be selected from diagram
Injury is unknown, internal, or multiple areas
Use the Body Part Diagram to select a general area of the body where the primary injury occurred.
This will narrow the selection of Body Part codes to choose from.
Body Area Selected
None
Body Part:
Body Part Location:
- None Selected -
Make sure that you click Add Part to save the primary injured body part you have selected.
Add Part
Body Part
Body Part Location
Medical Treatment and Time Missed
Did you or will you seek medical care?
- None Selected -
Did you miss time from work due to this injury?
- None Selected -
Witness Information
Were there any witnesses?
- None Selected -
Upload Doctor's Note (Optional)
Incident must be saved before adding new File records.
Save and Continue
Employee Signature
Click Here to Sign
Indicate your Administrator
Enter Last, First
Select complete incident in the upper right-hand corner above to submit this form. A copy will be sent via email to your school or department administrator for approval.

Treatment Facility Options

- Risk Management does not recommend treating in the Emergency Room, unless you decide it is necessary. If you do choose emergency room care, you'll will need to follow up with an occupational health provider or family physician within a few days.
- Kaiser Westside is a hospital; if you receive treatment there, you'll be treated in the emergency department.
- Our Claims management company is TRISTAR Risk Management, 971-925-1300, if your medical provider requests this information.
- **Risk Management**
- Phone – 503-356-4560
- Fax – 503-356-4563

KAISER PERMANENTE®

Kaiser patients go here

Kaiser - On the Job Beaverton
Tanasborne Professional Center
17885 NW Evergeen Parkway 2nd Fl
Beaverton, OR 97006
1-888-414-3531 Option #2 M-F, 8am – 5pm

Kaiser - On the Job Portland
San Rafael Shopping Center
1620 NW 122nd Ave
Portland, OR 97230
1-888-414-3531 Option #2 M-F, 8am – 5pm

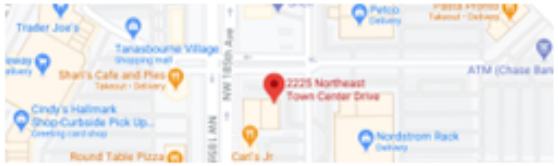
Kaiser - On the Job
Columbia Tech Center
1770 SE Mill Plain Blvd
Vancouver, WA 98683
1-888-414-3531 Option #2 M-F, 8am – 5pm

Regence

and all other patients go here

Concentra Urgent Care & Occupational Medicine
2225 NW Towncenter Drive/Tanasbourne
Beaverton, OR 97006

503-726-1021 M-F, 8am – 5pm



Oregon Occupational Medicine
1200 NE 48th Ave #1000
Hillsboro, OR 97124

971-470-3275 M-F, 8am – 5pm

Providence Occupational Health - Tanasbourne
10670 NE Cornell Rd, Suite 204 ***(2nd Floor)***
Hillsboro, OR 97124

503-216-7960 M-F, 8am – 5pm

Maintenance Phone Numbers

Attendance Line 503-356-4409

Dianna Hess – Program Specialist 503-356-4640

Earl Harper - Maintenance Service Supervisor 503-747-9378

Joe Bates – HVAC/Plumber Foreman 503-793-0470

Duane Dinan - Mechanical Technician 503-793-0029

Scott Ruyle - Mechanical Technician 503-793-0996

Leonard Landauer - HVAC 503-793-0794

Jennifer Garcia - Program Specialist 503-356-4335

Greg Leschinsky – Electrical Field Supervisor 503-793-0629

Jay Overfield - Electrician II 503-793-2824

Justin Dwyer - Electrician I 503-793-0626

Brian Campbell - Electrician II 503-793-4809

Duane Dinan - HVAC 503-793-0029

260 DAY CALENDAR | 2025-2026 CLASSIFIED/CONFIDENTIAL

BEAVERTON SCHOOL DISTRICT

July 1, 2025 - June 30, 2026

Employees may be required to work additional calendar days with pay, unless considered a school closure trade day.

2025

JULY (23)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST (21)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER (22)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER (23)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER (19)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER (23)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2026

JANUARY (22)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY (20)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH (22)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL (22)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY (21)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE (22)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Beginning and ending dates of assignment
- First/last day of school for students
- PTO non-use
- Non-work/non-paid
- Paid holiday

Non-work/non-paid days

- November 26

PTO non-use days

- August 25–29
- September 2
- November 10, 12 & 25
- December 1 & 19
- January 5, 16 & 20
- February 13 & 17
- March 20 & 30
- May 22 & 26
- June 5–11

Please note: Absences coded "PTO" on PTO non-use days will be unpaid unless pre-approved.

Winter/Spring Break

- December 22–January 2
- March 23–27

(Prior arrangements must be made with supervisor.)

Paid holidays

- July 4
- September 1
- November 11, 27–28
- December 25
- January 1 & 19
- February 16
- May 25
- June 19*

First day of school for students is August 26, 2025 and last day is June 11, 2026.

Calendar Code: **12MOCL**

Calendar updated 3/2025